

An information sheet for all Producers, Stage Managers, Performers and Crew

The Historic KiMo Theatre is operated by the City of Albuquerque and is here to provide you with a quality theatrical space to present your event. For those of you who have not been here before, this information is presented to answer some of your questions. We are glad you will be coming to the KiMo Theatre.

Location: 423 Central N.W. (On the corner of 5th and Central.) Daytime Phone: 768-3522

Parking: 1-hour street parking (daytime) or any of several paid lots. The garage behind the KiMo is open most days until midnight and has a security guard. You may not park in the alley, or obstruct its Fire Lanes at any time.

Stage Door: A 'single' blue door on the west side of the building with a black doorbell button in the upper right hand corner. If you arrive early you may have to wait outside. Performers and crew may enter the building only through the Stage door. There must be assigned persons from your group to supervise access through any backstage doors. These persons must be instructed to admit **only the cast and crew**.

Dressing Rooms: Downstairs under the stage. With: mirrors, lights, sinks, toilets, and showers.

We have some guidelines to help reduce the occurrence of; damage or loss of property, personal injury and also to help ensure the preservation of the KiMo Theatre so that it can remain a quality performance space for our community.

Building Rules: Clean up after yourself, please use the trashcans. Do not touch or put tape or anything on any decorative part of the auditorium. Minors must have an adult chaperone. The KiMo/City is not responsible for any theft or loss of your belongings. Smoking is allowed outside only. Fire Sprinkler pipes may not be used for any other purpose. (ie. costume racks) Fire Lanes and Exits must not be obstructed. Self-closing (Fire) doors must be able to close freely. During a Performance, no one may occupy an auditorium seat unless they have a ticket for that seat. Unauthorized possession or consumption of alcoholic beverages or any controlled or illegal substance can cause the immediate cancellation of your event.

Audience members, non-working friends or family are **not** allowed to enter the building except thru the Lobby doors, for Performances.

Stage Rules: Please keep all make-up, rosin, paint, etc. off of the floor and curtains. Nothing may be pinned to or hung from any of the curtains. Please be very careful with all the stage curtains. Watch out for hidden obstacles on-stage: wires, set pieces, lights, etc. 'Work' shoes are required when working onstage or backstage, no open toed shoes or sandals. Please do not jump to or from the front of the stage, use the stairs. Food and drinks are not permitted on-stage or in the auditorium. Audience members are **not** permitted on or back-stage. If you have more than 40 cast/crew members you are required to provide a 'lobby supervisor' during rehearsals and make special arrangements for the use of our limited dressing room space.